

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
SUBGRANT APPLICATION FOR HIGHWAY SAFETY FUNDS

Attachment # 2

500-065-01
 SAFETY
 06/03

FUNDS 1 of 22

<i>For D.O.T. Use Only</i>	
Project Number:	DOT Contract Number:
Federal Funds Allocated:	Date Approved:
Subgrant Period:	Date Revised:
Subgrant History: (1) _____ (2) _____ (3) _____	

Part I: GENERAL ADMINISTRATIVE INFORMATION

(See Instructions for Highway Safety Subgrant Applications)

1. Project Title: <u>Leon County Sheriff's Office DUI Enforcement Task Force</u>	
2. Type of Application: <input checked="" type="radio"/> Initial <input type="radio"/> Continuation	
3. Requested Subgrant Period: <u>10/1/2003</u> to <u>9/30/2004</u>	
4. Support Sought: <u>\$201,501</u>	Matching Share: <u>\$0</u> Total Budget: <u>\$201,501</u>
5. Applicant Agency (Subgrantee): Leon County Board of County Commissioners 301 South Monroe St Tallahassee, Florida 32303 Telephone: <u>(850) 488-4710</u>	6. Implementing Agency: Leon County Sheriff's Office 2825 Municipal Way Tallahassee, Florida 32308 Telephone: <u>(850) 922-3300</u>
7. Federal ID Number: <u>596000708027</u>	8. State SAMAS Number (State Agencies)
9. Chief Financial Officer: Captain Scott Bakotic 2825 Municipal Way Tallahassee, Florida Telephone Number: <u>(850) 922-3335</u> Fax Number: <u>(850) 922-3337</u> E-Mail Address: <u>bakotics@mail.co.leon.fl.us</u>	10. Project Director: Sgt. Tony Drzewiecki 2825 Municipal Way Tallahassee, Florida Telephone Number: <u>(850) 414-0984</u> Fax Number: <u>(850) 414-0984</u> E-Mail Address: <u>drzewiet@mail.co.leon.fl.us</u>

Subgrant funds provided by the U.S. Department of Transportation, National Highway Traffic Safety Administration, Catalog of Federal Domestic Assistance Number - 20.60 __, State and Community Highway Safety Program, through the Florida Department of Transportation.

Part II: PROJECT PLAN AND SUPPORTING DATA

State clearly and in detail the aims of the project, precisely what will be done, who will be involved, and what is expected to result. Use the following major headings:

1. Statement of the Problem
2. Proposed Solution
3. Objectives
4. Evaluation
5. Milestones (Use form provided)

Start below and use additional pages as necessary.

Statement of the Problem

Leon County, Florida has a population of approximately 244,000 residents. Leon County is the home of the State Capital, as well as, three institutions of higher learning: Florida State University, Florida A & M University and Tallahassee Community College. Several major state and federal road systems flow through Leon County. These roads: Interstate 10, U.S. Highway 27, U.S. Highway 90 and U.S. Highway 319, compound the volume of vehicular traffic on a daily basis.

The Leon County Sheriff's Office handles numerous daily alcohol related traffic complaints. Alcohol related traffic crashes have been on an alarmingly steady rise every year. An average of 34.4% of the fatalities in the last 5 years have been alcohol related. In 2001, 32% of the traffic fatalities in Leon County were alcohol related. The Leon County Sheriff's Office has taken an aggressive stance against Driving Under the Influence in response to this increasing life threatening problem. We are requesting the further assistance of Florida Department of Transportation grant funding assistance to reverse the increasing trend of alcohol related traffic fatalities. Alcohol related traffic arrests have been on a constant rise annually, but personnel and budgetary constraints remain a continuous problem in this ongoing effort.

For the year 2002 the Leon County Sheriff's Office increased the number of DUI arrest from the previous year by 60%. This was accomplished by adding an additional member to the traffic unit and committing a traffic unit deputy to the night shift to assist with aggressive driver complaints. During this period it was determined that there is a direct correlation between aggressive driving and driving under the influence.

For the year 2002 the Leon County Sheriff's Office increased the number of DUI arrests from the previous year by 63%. In the year 2002 Traffic Deputy Charlie McClure became the first deputy in the history of the Leon County Sheriff's Office to make over 100 DUI arrest in a year. This dramatic increase in DUI arrest in 2002 highlights the Leon County Sheriff's Office commitment to reducing the number of DUI related crashes. However, we can not sustain the manpower commitment necessary to continue this trend without the assistance of the Florida Department of Transportation.

With the exception of 2000 the number of alcohol related crashed in Leon County has increased each year. There has been a 21% increase in the number of alcohol related crashes between the years 1997 to 2001. This increase is well above the population increase for the same time periods and can only be explained by an increase in the number of people that are driving while impaired.

Proposed Solution

The Leon County Sheriff's Office plans to create a two person DUI task force in addition to the existing 7 member traffic unit to attack the alcohol related traffic crash problems in Leon County. The Unit will answer alcohol related traffic complaints, general traffic complaints from citizens and will assist all other LCSO units with DUI and other traffic enforcement. The task force will organize and conduct low manpower DUI checkpoints, saturation patrol and other specialized enforcement activities with the other area law enforcement agencies. The task force will participate with other Law Enforcement agencies during increased traffic related operations (Operation Red Light and Buckle up Florida) and will coordinate the Sheriff's Office participation. The task force will be used primarily for DUI enforcement. The task force will determine problematic areas for DUI incidents, and will concentrate in these areas, during the times determined to be of highest incident.

The Deputies will create a public education program that will be used during community events such as the North Florida Fair, Springtime Tallahassee, Sheriff's Office Community Picnics and other public events. This program may include the use of a display board and traffic related handouts and giveaways. This will also include a program for early intervention and instruction with young drivers in the community, such as in high schools and other areas. Local college students will also be targeted in this education program.

The Deputy's vehicles will be specialized and highly visible with markings that identify the vehicle as DUI traffic enforcement. This will serve to increase the awareness of the public that there is increased traffic enforcement. These vehicles will also be displayed during the above mentioned education programs, and may be used during parades.

At the beginning of this program a press release will be issued to the media to advise the public of the program, and of the programs goals and objectives.

Objective

The objective of this Task Force is to:

1. Reduce the number of DUI related crashes in Leon County by 5%.
2. Increase the number of DUI arrest by the Leon County Sheriff's by 20%.
3. Increase public awareness by conducting low manpower DUI check points.
4. Educate the public of the dangers of DWI by creating a educational program to be presented to highschool and college age drivers.

Evaluation

Crash data and DUI arrest data will be used to evaluate objectives one and two. Citizen surveys will used to evaluate objectives three and four.

The Leon County Sheriff's Office is requesting Federal Highway Safety Funding from the Florida Department of Transportation to create this new DUI task force. Funding for salaries, benefits and equipment is needed.

Note: 100% funding would be needed the first year, 75% funding would be needed the second and 50% funding would be needed in the third. Thereafter the Leon County Sheriff's Office will fund these positions.

Milestones	Timetable for Milestones											
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Present grant application to the Leon County Board of County Commissioners	X											
Purchase all grant funded equipment listed in capital outlay		X	X									
Begin selection and training process of DUI Task Force Deputies		X	X									
Increased DUI saturation patrols conducted by Leon County Sheriff's Office Traffic Unit		X	X									
DUI Task Force fully staffed and operational				X								

Part III: PROJECT DETAIL BUDGET

Project Title: <u>Leon County DUI Enforcement Task Force</u>				
Project Number: _____		Contract Number: _____		
BUDGET CATEGORY	TOTAL	FEDERAL FUNDING	NON-FEDERAL	
			STATE	LOCAL
A. Personnel Services				
(2) DUI Specialist 100%				
Salaries	\$ 80,000	\$ 80,000		
Benefits	\$ 38,338	\$ 38,338		
O.T.(100 hours each for court)	\$ 5,000	\$ 5,000		
Sub-total	\$ 123,338	\$ 123,338		
B. Contractual Services				
Sub-total				
C. Expenses				
Travel - DUI Symposium	\$ 363	\$ 363		
Sub-total	\$ 363	\$ 363		
D. Operating Capital Outlay				
(2) Police vehicles	\$ 50,000	\$ 50,000		
(2) Emergency light packages	\$ 4,000	\$ 4,000		
(2) Portable Radios	\$ 4,600	\$ 4,600		
(2) in-car radio packages	\$ 4,200	\$ 4,200		
(2) In-car video systems	\$ 9,800	\$ 9,800		
(2) radar units	\$ 4,200	\$ 4,200		
Sub-total	\$ 76,800	\$ 76,800		
E. Indirect Cost				
Sub-total				
Total Cost of Project	\$ 200,501	\$ 200,501		

Budget Modification Number: _____
Effective Date: _____

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BUDGET NARRATIVE

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Project Title: Leon County Sheriff's Office DUI Enforcement Task Force

Project Number: _____ Contract Number: _____

The following is a narrative description of the project budget by line item by category, detailing the item and anticipated cost. Each category must be sufficiently defined to show cost relationship to project objectives. Attach additional sheets as needed.

Budget Category - A. Personnel Services

The Leon County Sheriff's Office DUI Task force will consist of two full time Deputy Sheriff's, who's primary function will be to identify and arrest drunk and drugged drivers. The cost of these two deputies is estimated at \$123,338.

Salaries - \$80,000
Benefits - \$38,338
Overtime - \$ 5,000

Sub-total - \$123,338

Budget Category - B. Contractual Services

N/A

Budget Category - C. Expenses

The deputies assigned to the DUI Task Force will attend the yearly DUI Symposium. The estimated cost of this training is \$363.00.

Travel - DUI Symposium

Budget Category - D. Operating Capital Outlay

The DUI Task force will be equipped with two SUV type vehicles that will be equipped with high visibility emergency light packages. The vehicles will also be equipped with radios, traffic radar and in-car video systems. Each deputy will also be assigned a portable radio. The estimated cost of this equipment is \$76,800. The Leon County Sheriff's Office will absorb the cost of any equipment that exceeds the listed estimate.

(2) Police Vehicles	\$50,000
(2) Emergency Light Packages	\$ 4,000
(2) Portable Radios	\$ 4,600
(2) In Car Radio Systems	\$ 4,200
(2) In Car Video Systems	\$ 9,800
(2) Radar Units	\$ 4,200

Sub-Total \$76,800

Budget Category E. Indirect Cost

N/A

Total cost for this project \$200,501

It is estimated to cost \$200, 501to fund this task force for the first year.

Part IV: REPORTS

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Quarterly Progress Report Narrative for the _____ quarter.

Project Title: Leon County Sheriff's Office DUI Enforcement Task Force

Project Number: _____

Implementing Agency: Leon County Sheriff's Office

Project Director: Sgt. Tony Drzewiecki

Describe the subgrant activities that took place during the quarter. Attach newspaper clippings, press releases, photos and other items that document activities. Use additional sheets, if necessary. The *Quarterly Progress Report of Performance Indicators* should be sent to the DOT Safety Office along with the narrative within 30 days of the end of each quarter.

QUARTERLY PROGRESS REPORT OF PERFORMANCE INDICATORS

for the _____ quarter.

Project Title: <u>Leon County DUI Enforcement Task Force</u>						
Project Number: _____						
Implementing Agency: _____						
Project Director: _____						
Performance Indicators	Milestones Accomplished					
	Quarter Ending December 31	Quarter Ending March 31	Six-Month Totals	Quarter Ending June 30	Quarter Ending September 30	Project Totals
Number of DUI Arrests made by deputies hired with subgrant funds.						
Number of other moving violations issued by deputies hired with subgrant funds.						
Number of DUI checkpoints hosted by the Leon County Sheriff's Office. (Attach After Action Report.)						
Number of checkpoints hosted by other agencies at which Leon County deputies participated.						
Number of saturation patrols conducted by the Leon County Sheriff's Office.						
Number of child safety seat violations issued by the Leon County Sheriff's Office.						
Number of safety belt violations issued by the Leon County Sheriff's Office.						

Final Narrative Report

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Project Title: Leon County Sheriff's Office DUI Enforcement Task Force

Project Number: _____

Implementing Agency: _____

Project Director: _____

The following is a chronological narrative history of the above listed project in accordance with *Part V: Acceptance and Agreement, Conditions of Agreement, 1. Reports*. This report is an accurate accounting of the project performance and accomplishments. Attach additional sheets as needed.

Part V: Acceptance And Agreement

Conditions of Agreement. Upon approval of this Subgrant Application for Highway Safety Funds, the following terms and conditions shall become binding. Noncompliance will result in loss of, or delays in, reimbursement of costs as set forth herein.

1. Reports. The subgrant year quarters are October 1 - December 31, January 1 - March 31, April 1 - June 30, and July 1 - September 30. The implementing agency shall submit the **Quarterly Progress Report Narrative** and **Quarterly Progress Report of Performance Indicators** forms to the State Safety Office by the last day of the month following the end of each quarter (January 31, April 30, July 31, and October 31) if the subgrant was effective during the quarter any part of the quarter. Quarterly reports postmarked after the respective submission dates listed above shall be considered past due. The implementing agency shall submit a **Final Narrative Report**, giving a chronological history of the subgrant activities, problems encountered, and major accomplishments by October 31. Requests for reimbursement will be returned to the subgrantee or implementing agency unpaid if the required reports are past due, following notification.

2. Responsibility of Subgrantee. The subgrantee and its implementing agency shall establish fiscal control and fund accounting procedures that assure proper disbursement and accounting of subgrant funds and required non-federal expenditures. All monies spent on this project shall be disbursed in accordance with provisions of the **Project Detail Budget** as approved by the State Safety Office. All expenditures and cost accounting of funds shall conform to 49 CFR, Part 18, **Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments**; 49 CFR, Part 19, **Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations**; OMB Circular A-102, **Grants and Cooperative Agreements with State and Local Governments**; OMB Circular A-110, **Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations**; OMB Circular A-21, **Cost Principles for Educational Institutions**; OMB Circular A-87, **Cost Principles for State, Local, and Indian Tribal Governments**; and/or OMB Circular A-122, **Cost Principles for Non-Profit Organizations**, hereby incorporated by reference, (hereinafter referred to as Applicable Federal Law).

3. Compliance with Chapter 287, Florida Statutes. The subgrantee and implementing agency agree to comply with all applicable provisions of Chapter 287, Florida Statutes. The following provisions are stated in this agreement pursuant to sections 287.133(3)(a) and 287.134(3)(a), Florida Statutes.

(a) Section 287.133 (2)(a), F.S.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

(b) Section 287.134 (2)(a), F.S.

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

4. Approval of Consultant and Contractor Agreements. The State Safety Office shall review and approve in writing all consultant and contractor agreements prior to the actual employment of the consultant or the contractor by the subgrantee or implementing agency. Approval of the subgrant does not constitute approval of a consultant or contractor agreement.

All consultant agreements will contain the following statement:

The parties to this contract shall be bound by all applicable sections of **Part V: Acceptance and Agreement** of Project # (insert project number), DOT Contract # (insert contract number). A final invoice must be received by (insert date) or payment will be forfeited.

5. Allowable Costs. The allowability of costs incurred under any subgrant shall be determined in accordance with the general principles of allowability and standards for selected cost items set forth in the Applicable Federal Law and state law, to be eligible for reimbursement. All funds not spent in accordance with the Applicable Federal Law will be subject to repayment by the subgrantee.

6. Travel. Travel costs for approved travel shall be reimbursed in accordance the State of Florida, Department of Transportation's (Department's) *Disbursement Operations Manual, Chapter 3 Travel*, hereby incorporated by reference, but not in excess of provisions in Section 112.061, Florida Statutes. All out-of-state travel, conference travel, meeting travel which includes a registration fee, and out-of-grant-specified work area travel shall require written approval of the State Safety Office prior to the commencement of actual travel as being within the travel budget of the project and relevant to the project. Out-of-state travel shall not be approved unless the specific trip is in the approved subgrant budget or the head of the Implementing Agency provides sufficient justification to prove that the travel will have significant benefits to the outcome of the subgrant activities. In addition, prior written approval shall be obtained from the State Safety Office for hotel rooms with rates exceeding \$100 per day that are to be reimbursed. Rates exceeding \$100 per day shall not be approved unless the hotel is the host facility for an approved conference or the average rate for all hotels in the area exceeds \$100.

7. Written Approval of Changes. The subgrantee or implementing agency shall obtain prior written approval from the State Safety Office for changes to the agreement. Changes to the agreement will be approved which achieve or improve upon the outcome of the subgrant work, or where factors beyond the control of the subgrantee require the change. For example:

- (a) Changes in project activities, milestones, or performance indicators set forth in the approved application.
- (b) Changes in budget items and amounts set forth in the approved application.
- (c) Changes to personnel in positions that are being reimbursed by this agreement.

Changes to the subgrant agreement shall only be requested by the Authorized Representative of the Subgrantee or the Administrator of the Implementing Agency. Requests for changes to the subgrant budget must be postmarked no later than June 30 of the fiscal year to be considered. Requests for budget changes postmarked after June 30 will be denied.

8. Reimbursement Obligation. The State of Florida's performance and obligation to reimburse the subgrantee shall be subject to the availability of Federal highway safety funds and an annual appropriation by the Legislature. As detailed in 49 CFR, Part 29, **Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)**, hereby incorporated by reference, the subgrantee shall not be reimbursed for the cost of goods or services received from contractors, consultants, vendors, or individuals suspended, debarred, or otherwise excluded from doing business with the Federal government. The subgrantee or its implementing agency shall submit the required certification by consultants with awards in excess of the small purchase threshold fixed at 10 U.S.C. 2304(g) and 41U.S.C. 253(g) (currently \$25,000).

9. Commencement of Projects. If a project has not commenced within 30 days after the acceptance of the subgrant award, the subgrantee or its implementing agency shall report by letter the steps taken to initiate the project, the reasons for delay, and the expected starting date. If, after 60 days from the acceptance of the award, project activity as described herein has not begun, a further statement of implementation delay will be submitted by the subgrantee or its implementing agency to the State Safety Office. The subgrantee agrees that if the letter is not received in the 60 days, the State Safety Office will cancel the project and reobligate the funds to other program areas. The State Safety Office, where warranted by excusable delay, will extend the implementation date of the project past the 60-day period, but only by formal written approval from the State Safety Office.

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10. Excusable Delays.

(a) Except with respect to the defaults of subgrantee's or implementing agency's consultants and contractors which shall be attributed to the subgrantee, the subgrantee and its implementing agency shall not be in default by reason of any failure in performance of this agreement in accordance with its terms if such failure arises out of causes beyond the control and without the fault or negligence of the subgrantee or its implementing agency. Such causes are acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the subgrantee. If the failure to perform is caused by the failure of the subgrantee's or its implementing agency's consultant or contractor to perform or make progress, and if such failure arises out of causes beyond the control of the subgrantee, its implementing agency and its consultant or contractor, and without the fault or negligence of any of them, the subgrantee shall not be deemed to be in default, unless (1) the supplies or services to be furnished by the consultant or contractor were obtainable from other sources, (2) the State Safety Office shall have ordered the subgrantee or its implementing agency in writing to procure such supplies or services from other sources, and (3) the subgrantee or its implementing agency shall have failed to comply reasonably with such order.

(b) Upon request of the subgrantee or its implementing agency, the State Safety Office shall ascertain the facts and extent of such failure and, if it shall be determined that any failure to perform was occasioned by any one or more of the said causes, the delivery schedule shall be revised accordingly.

11. Obligation of Subgrant Funds. Subgrant funds may not be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Only project costs incurred on or after the effective date and on or prior to the termination date of the subgrant application are eligible for reimbursement. A cost is incurred when the subgrantee's employee, its implementing agency, or approved contractor or consultant performs the service required or when goods are received by the subgrantee or its implementing agency, notwithstanding the date of order.

12. Performance. In the event of default, noncompliance, or violation of any provision of this agreement by the subgrantee, the implementing agency, the subgrantee's consultant(s) or contractor(s) and supplier(s), the subgrantee agrees that the Department will impose sanctions. Such sanctions include withholding of payments, cancellation, termination, or suspension of the agreement in whole or in part. In such an event, the Department shall notify the subgrantee and its implementing agency of such decision 30 days in advance of the effective date of such sanction. The sanctions imposed by the Department will be based upon the severity of the violation, the ability to remedy, and the effect on the project. The subgrantee shall be paid only for those services satisfactorily performed prior to the effective date of such sanction.

13. Access to Records and Monitoring. The Department, NHTSA, Federal Highway Administration (FHWA), and the Comptroller and Auditor General of the State of Florida, or any of their duly authorized representatives, shall have access for the purpose of audit and examination of books, documents, papers, and records of the subgrantee and its implementing agency, and to relevant books and records of the subgrantee, its implementing agency, and its consultants and contractors under this agreement, as provided under Applicable Federal Law.

In addition to review of audits conducted in accordance with OMB Circular A-133, as revised, hereby incorporated by reference, monitoring procedures will include, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and status checks of subgrant activity via telephone calls from Safety Office staff to subgrantees. By entering into this agreement, the subgrantee and its implementing agency agree to comply and cooperate with monitoring procedures. In the event that a limited scope audit of the subgrantee or its implementing agency is performed, the subgrantee agrees to bring the project into compliance with the subgrant agreement. The subgrantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Comptroller or Auditor General.

The Department shall unilaterally cancel this subgrant if the subgrantee or its implementing agency refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the subgrantee or its implementing agency in conjunction with the subgrant.

14. Audit. This part is applicable if the subgrantee is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event that the subgrantee expends \$300,000 or more in Federal awards in its fiscal year, the subgrantee must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Page 1 of this agreement indicates the source of Federal funds awarded through the Florida Department of Transportation by this agreement. In determining the Federal awards expended in its fiscal year, the subgrantee shall consider all sources of Federal awards, including Federal funds received from the Department of Transportation. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the subgrantee conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.

In connection with the audit requirements addressed above, the subgrantee shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the subgrantee expends less than \$300,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the subgrantee expends less than \$300,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds.

Copies of audit reports for audits conducted in accordance with OMB Circular A-133, as revised, and required by this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the subgrantee directly to each of the following:

(a) Florida Department of Transportation
605 Suwannee Street, MS-17
Tallahassee, FL 32399-0450

(b) Federal Audit Clearinghouse
Bureau of the Census
1201 East 10 Street
Jeffersonville, IN 47132

(c) Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

15. Retention of Records. The subgrantee shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of three years from the date the audit report is issued, and shall allow the Department or its designee access to such records upon request.

Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Records shall also be maintained and accessible in accordance with 49 CFR, Section 18.42 or 49 CFR, Section 19.53.

16. Procedures for Reimbursement. All requests for reimbursement of subgrant costs must be submitted on forms provided by the Department (FDOT Form Numbers 500-065-04 through 07). Appropriate documentation supportive of the reported costs must accompany each claim.

The subgrantee or its implementing agency shall submit financial reimbursement forms to the Safety Office at least once each quarter as costs are incurred and payment is made. The only exception is when no costs are incurred during a quarter. Reimbursement for subgrants with personnel costs shall be made after every two pay periods if paid bi-weekly. Personnel costs reimbursement shall be requested monthly if payroll is on a monthly basis. Failure to submit reimbursement requests in a timely manner shall result in the subgrant being terminated.

All requests for reimbursement of Operating Capital Outlay items having a unit cost of \$5,000 or more and a useful life of one year or more shall be accompanied by a **Non-Expendable Property Accountability Record** (FDOT Form No. 500-065-09). Payment of the Operating Capital Outlay costs shall not be made before receipt of this form.

A final financial request for reimbursement shall be postmarked no later than October 31 following the end of the subgrant period. Such request shall be distinctly identified as **Final**. Failure to submit the invoice in a timely manner shall result in denial of payment. The subgrantee agrees to forfeit reimbursement of any amount incurred if the final request is not postmarked by October 31 following the end of the subgrant period.

The Safety Office has a 30-day review process of financial reimbursement requests from the date of receipt. Reimbursement requests will be returned if not completed properly.

17. Ownership of Data and Creative Material. The ownership of material, discoveries, inventions and results developed, produced, or discovered by the agreement are governed by the terms of 49 CFR, Section 18.34, 49 CFR, Section 19.36, or OMB Circular A-110, hereby incorporated by reference.

In addition to the provisions for 49 CFR, Part 18 and 49 CFR, Part 19, the State Safety Office reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use:

- (a) The copyright in any work developed under a subgrant or contract under a subgrant; and
- (b) Any rights of copyright to which a subgrantee or a contractor purchases ownership with subgrant support.

18. Property Accountability. The subgrantee or its implementing agency shall establish and administer a system to control, protect, preserve, use, and maintain and dispose of any property furnished by the Department, or purchased pursuant to this agreement in accordance with Federal Property Management Standards as set forth in 49 CFR, Section 18.32, 49 CFR 19, Section 19.34, or OMB Circular A-110, incorporated herein by reference. This obligation continues as long as the property is retained by the subgrantee or its implementing agency, notwithstanding the expiration of this agreement.

19. Disputes. Any dispute, disagreement, or question of fact arising under the agreement shall be decided by the State Safety Office in writing and shall be distributed to parties concerned. A written appeal may be made within 30 calendar days to the Governor's Highway Safety Representative at the Florida Department of Transportation, 605 Suwannee Street, MS 57, Tallahassee, Florida 32399-0450, whose decision is final. The subgrantee and its implementing agency shall proceed diligently with the performance of the agreement and in accordance with Department's decision.

20. Conferences, Inspection of Work. Conferences may be held at the request of any party to this agreement. Representatives of the Department or the U.S. Department of Transportation (USDOT), or both, shall be privileged to visit the site for the purpose of inspection and assessment of work being performed at any time.

21. Publication and Printing of Observational Surveys and Other Reports.

- (a) Before publication or printing, the final draft of any report or reports required under the agreement or pertaining to the agreement shall be submitted to the State Safety Office for review and concurrence.
- (b) Each publication or other printed report covered by Paragraph 21.a. above shall include the following statement on the cover page:
 - (1) This report was prepared for the State Safety Office, Department of Transportation, State of Florida, in cooperation with the National Highway Traffic Safety Administration, U.S. Department of Transportation and/or Federal Highway Administration, U.S. Department of Transportation.
 - (2) The conclusions and opinions expressed in these reports are those of the subgrantee and do not necessarily represent those of the State of Florida, Department of Transportation, State Safety Office, the U.S. Department of Transportation, or any other agency of the State or Federal Government.

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22. Equal Employment Opportunity. No person shall, on the grounds of race, color, religion, sex, handicap, or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under this subgrant, or any project, program, or activity that receives or benefits from this subgrant award. The subgrantee and its implementing agency agree to comply with Executive Order (E.O.) 11246, as amended by E.O. 11375, and as supplemented by 41 CFR, Part 60, incorporated herein by reference.

23. Responsibility for Claims and Liability. Subject to the limitations of Section 768.28, Florida Statutes, the subgrantee and its implementing agency shall be required to defend, hold harmless and indemnify the Department, NHTSA, FHWA, and USDOT, from all claims and liability, or both, due to negligence, recklessness, or intentional wrongful misconduct of subgrantee, implementing agency, and its contractor, consultant, agents and employees. The subgrantee and its implementing agency shall be liable for any loss of, or damage to, any material purchased or developed under this subgrant agreement which is caused by the subgrantee's or its implementing agency's failure to exercise such care in regard to said material as a reasonable careful owner of similar materials would exercise.

The parties executing this agreement specifically agree that no provision in this agreement is intended to create in the public or any member thereof, a third party beneficiary, or to authorize anyone not a party to this agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this agreement.

24. Disadvantaged Business Enterprises (DBE).

(a) The subgrantee and its implementing agency agree to the following assurance:

The subgrantee and its implementing agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program required by 49 CFR, Part 26, incorporated herein by reference. The subgrantee shall take all necessary and reasonable steps under 49 CFR, Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the subgrantee of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.), herein incorporated by reference.

(b) The subgrantee and its implementing agency agree to include the following assurance in each contract with a consultant or contractor and to require the consultant or contractor to include this assurance in all subcontract agreements:

The consultant or contractor and subconsultant or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant or contractor shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of USDOT-assisted contracts. Failure by the consultant or contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the subgrantee, its implementing agency, or the Department deems appropriate.

25. Restrictions on Lobbying. The subgrantee and its implementing agency agree to comply and require consultants and contractors to comply with 49 CFR, Part 20, **New Restrictions on Lobbying**, herein incorporated by reference, for filing of certification and disclosure forms.

No funds granted hereunder shall be used for the purpose of lobbying the legislature, the judicial branch, or state agencies. Section 216.347, Florida Statutes.

26. How Agreement is Affected by Provisions Being Held Invalid. If any provision of this agreement is held invalid, the remainder of this agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.

27. Federal Requirement for Public Service Announcements. All public service announcements produced with Federal Highway Safety funds shall be closed captioned for the hearing impaired.

28. Public Awareness Materials and Promotional Items. All public awareness materials and promotional items reimbursed with subgrant funds shall contain a traffic safety message. Where feasible, either the Florida Department of Transportation logo or the words "Funding provided by the Florida Department of Transportation." shall appear on all items.

The name of the subgrantee or implementing agency and its logo can appear on printed materials and promotional items. The names of individuals connected with the subgrantee shall not appear on printed materials and promotional items paid for with Federal highway safety funds.

Before printing public awareness materials or ordering promotional items, a final draft or drawing of the items shall be submitted to the State Safety Office for review. The Office shall provide written approval for reimbursement if the items are appropriate for purchase under this agreement. Copies of all public awareness materials purchased with Federal highway safety funds shall be attached to the forms requesting reimbursement for the items.

29. Term of Agreement. Each subgrant shall begin on the date of the last party to sign the agreement and shall end on September 30, following, unless otherwise stipulated by the State Safety Office on the first page of the respective agreement. The subgrant period shall not exceed 12 months.

30. Clean Air Act and Federal Water Pollution Control Act. For subgrant awards in excess of \$100,000 the subgrantee and its implementing agency agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), herein incorporated by reference. The subgrantee shall include this provision in all subcontract awards in excess of \$100,000.

31. Personnel Hired Under Agreement. The head of any implementing agency receiving first year funding for a new position(s) through a subgrant shall provide written notification within 30 days of the agreement being awarded to the State Safety Office that a new position(s) has been created in the agency as a result of the subgrant being awarded.

Any and all employees of the subgrantee or implementing agency whose positions are funded, in whole or in part through a subgrant, shall be the employee of the subgrantee or implementing agency only, and any and all claims that may arise from said employment relationship shall be the sole obligation and responsibility of the subgrantee or its implementing agency.

32. Repossession of Equipment. Ownership of all equipment purchased with Federal highway safety funds rests with the subgrantee and its implementing agency; however, the USDOT maintains an interest in the equipment for three fiscal years following the end of the subgrant period. Any equipment purchased with Federal highway safety funds that is not being used by the subgrantee or its implementing agency for the purposes described in the subgrant shall be repossessed by the State Safety Office, on behalf of the USDOT. Items that are repossessed shall be disbursed to agencies that agree to use the equipment for the activity described in this subgrant.

33. Replacement or Repair of Equipment. The subgrantee and its implementing agency are responsible, at their own cost, for replacing or repairing any equipment purchased with Federal highway safety funds that is damaged, stolen, or lost, or that wears out as a result of use. Federal regulations prohibit funding equipment replacement.

34. Ineligibility for Future Funding. The subgrantee and its implementing agency agree that the Department shall find the subgrantee or its implementing agency ineligible for future funding for any of the following reasons:

- (a) Failure to provide the required audits,
- (b) Failure to continue funding positions created with highway safety funds after the Federal funding cycle ends,
- (c) Failure to provide required quarterly and final reports in the required time frame,
- (d) Failure to perform work described in Part II of the subgrant agreement,
- (e) Providing fraudulent quarterly reports or reimbursement requests,
- (f) Misuse of equipment purchased with Federal highway safety funds.

35. Safety Belt Policy. Each subgrantee and implementing agency shall have a written safety belt policy, which is enforced for all employees. A copy of the policy shall be submitted with the subgrant application.

36. Safety Belt Enforcement. All law enforcement agencies receiving subgrant funds shall have a standard operating procedure regarding enforcement of safety belt and child safety seat violations. A copy of the procedure shall be attached to the subgrant application.

Law enforcement agencies receiving subgrant funds shall participate in the safety belt enforcement waves conducted in Florida and shall report their participation on the appropriate form by the deadline. Failure to participate shall result in the subgrant being terminated.

37. Certification for Equipment Costing More than \$500 per Item. The head of any implementing agency purchasing equipment costing more than \$500 per item shall send a letter to the Safety Office upon award of the subgrant certifying that none of the items being purchased with federal highway safety funds is replacing previously purchased equipment, whether the equipment was purchased with federal, state, or local funds.

38. Checkpoint Reporting. Any law enforcement agency that conducts DUI checkpoints shall attach a copy of the **After Action Report** for each checkpoint operation conducted during a quarter to its **Quarterly Progress Report of Performance Indicators**.

39. Child Safety Seats. Any implementing agency that receives funds to purchase child safety seats must have at least one staff member certified by the American Automobile Association (AAA) as a Certified Child Passenger Safety Technician. Failure to comply with this provision shall result in the termination of this agreement.

40. Special Conditions.

PROJECT NUMBER: _____

IN WITNESS WHEREOF, the parties affirm that they have each read and agree to the conditions set forth in Part V of this Agreement, that each have read and understand the Agreement in its entirety. Now, therefore, in consideration of the mutual covenants, promises and representations herein have executed this Agreement by their undersigned officials on the day, month, and year set out below.

(For DOT Use Only)

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

By: _____

Title: _____

Date: _____

Attest: _____

FEDERAL FUNDS ALLOCATED

Reviewed for the Department of Transportation:

By: _____
Attorney - DOT

Date: _____

SUBGRANTEE

Leon County Board of County Commissioners

Name of Applicant Agency Typed

By: _____

Signature of Authorized Representative

Authorized Representative's Name Typed

Title: _____

Date: _____

Attest: _____

Signature of Witness

ADMINISTRATOR OF IMPLEMENTING AGENCY

By: _____

Signature of Administrator

Larry O. Campbell

Administrator's Name Typed

Title: Sheriff Leon County, Florida

NOTE: No whiteout or erasures accepted on this signature page.

PROJECT NUMBER: _____

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Title: _____

Date: _____

Attest: _____

FEDERAL FUNDS ALLOCATED

Reviewed for the Department of Transportation:

By: _____
Attorney - DOT

Date: _____

SUBGRANTEE

Leon County Board of County Commissioners

Name of Applicant Agency Typed

By: _____

Signature of Authorized Representative

Authorized Representative's Name Typed

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Date: _____

Attest: _____

Signature of Witness

ADMINISTRATOR OF IMPLEMENTING AGENCY

By: _____

Signature of Administrator

Larry O. Campbell

Administrator's Name Typed

Title: Sheriff Leon County, Florida

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**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

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Title: _____

Date: _____

Attest: _____

FEDERAL FUNDS ALLOCATED

Reviewed for the Department of Transportation:

By: _____

Attorney - DOT

Date: _____

SUBGRANTEE

Leon County Board of County Commissioners

Name of Applicant Agency Typed

By: _____

Signature of Authorized Representative

Authorized Representative's Name Typed

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Signature of Witness

ADMINISTRATOR OF IMPLEMENTING AGENCY

By: _____

Signature of Administrator

Larry O. Campbell

Administrator's Name Typed

Title: Sheriff Leon County, Florida

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LEON COUNTY SHERIFF'S OFFICE

GENERAL ORDER

TITLE: SEAT BELTS AND CHILD RESTRAINT DEVICES
GENERAL ORDER: 62.2
EFFECTIVE: 4 September 2000
RESCINDS: New
PAGES: 3

- A. **PURPOSE:** The purpose of this General Order is to establish a written policy on the use of seat belts by all member of the Leon County Sheriff's Office and the enforcement of F.S.S. 316.613-Child Restraint and F.S.S. 316.614-Seat Belt Usage by all individuals operating motor vehicles on the roadways of Leon County.
- B. **SCOPE:** This General Order shall apply to all members of the Leon County Sheriff's Office.
- C. **DISCUSSION:** Every hour, someone dies in America simply because they did not fasten their seat belt. Failure to fasten your seat belt contributes to more fatalities than any other traffic safety related behavior. One of the highest priorities of the Leon County Sheriff's Office is safety. Despite worsening traffic problems such as aggressive driving, increased seat belt usage at all times among members, and strict enforcement of the applicable seat belt usage and child restraint laws, remains single most effective thing the Leon County Sheriff's Office can do to save lives and reduce injuries on Leon County roadways.
- D. **POLICY:** It is the policy of the Leon County Sheriff's Office that all members will comply with the requirements of F.S.S. 316.614-Seat Belts Usage, and F.S.S. 316.613-Child Restraints, when applicable, while operating or riding as a passenger at any time while in an on duty status or in a county vehicle. It is the policy of the Leon County Sheriff's Office that all members enforce F.S.S. 316.614 and F.S.S. 316.613 according to the provisions of this General Order.
- E. **PROCEDURE**
1. Any sworn member shall enforce F.S.S. 316.614-Seat Belt Usage while in an on-duty status. When conducting vehicles stops agency members shall check all occupants of the vehicle(s) for adult safety restraint law violations. The appropriate citation or written warning shall be issued to the driver of the stopped vehicle.
 2. Any sworn member shall enforce F.S.S. 316.613-Child Restraints with a zero tolerance policy while in an on-duty status. It shall be the members decision on what enforcement action shall be taken(written warning or citation).
 - a. Pursuant to F.S.S. 316.614 (4)(a), it is unlawful to operate a motor vehicle unless each passenger under the age of sixteen (16) is properly restrained by safety belt or child restraint device pursuant to F.S.S. 316.613.
 - b. There is no statutory exception for law enforcement officers transporting juvenile offenders.
 3. All passengers five (5) years of age or younger shall be transported in a crash tested federally approved child restraint device. Such restraint device must be a separate carrier or vehicle manufactures integrated child seat for children age three (3) years or younger.

4. Any member who transports a child in an approved separate carrier, or an integrated child seat shall insure the device is properly installed/attached to the vehicle seat, in compliance with the manufacturer's recommendations.
5. To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the Sheriff's Office at all times.
 - a. Sheriff's office personnel shall use the safety belts installed by the vehicle manufactures properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used while on-duty.
 - b. Lap belts shall be properly secured in these vehicles equipped with automatic safety belt systems that require the lap portion of the safety belt to be manually secured.
 - c. The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating. Approved child restraint shall be used for all children of age, size or weight for which such restraint are prescribed by law.
 - d. No person shall operate a county vehicle in which any safety belt in the driver's seating position is inoperable. No person shall be transported in a seating position in which the safety restraint is inoperable.
 - e. No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the express authorization of the Sheriff.
 - f. Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action shall be taken to replace or repair the system.
 - g. Any person(s) under arrest and being transported in county vehicles(s) are required to be secured in the vehicle by the safety belt in all seating positions for which Florida Statue requires safety belts.
 - h. Any member who suffers injuries deemed to have been preventable had they worn their seat belt may experience a loss of worker's compensation benefits as well as disciplinary action.

E. INDEXING:

**CHILD RESTRAINT LAWS
SEAT BELT RESTRAINT SYSTEM
TRANSPORTING JUVENILES**

APPROVED: _____
LARRY CAMPBELL
SHERIFF, LEON COUNTY